

~~Administrative - Internal Use Only~~

OFFICE OF RESEARCH AND DEVELOPMENT

GENERAL NOTICE NO. 75

This notice formally reinstates a policy within the Office of Research and Development for the handling of secretarial, administrative, and clerical personnel. This policy is in accordance with Agency regulations and directions issued by the Office of Personnel:

- a. The Special Career Panel reporting to the ORD Career Service Panel shall be responsible to the Director/ORD for recommending career management of all secretarial, administrative, and clerical personnel in the "R" Career Service assigned to the Office of Research and Development. Career management shall include reassignment, promotions, and training.
- b. The Personnel Officer/ORD shall be responsible for the establishment of secretarial and clerical requirements and for initial assignment of such personnel, either on a temporary, permanent, or ad hoc basis.
- c. Current Agency personnel policy does not permit selection of clerical or stenographic personnel from the clerical "pool." Stenographic and clerical requirements are filled by qualified personnel assigned from the "pool" and are detailed to the divisions by the Personnel Officer accordingly.
- d. The exception to the assignment policy stated in paragraph "c" concerns assignment to fill a senior secretary position in a division. In general, when such a vacancy occurs, the responsible Division Chief shall review the files of all eligible secretaries within ORD. Candidates for the position may be interviewed by the Division Chief. The Division Chief shall inform the Special Panel, through the Personnel Officer, of his selection. The Special Panel will then review this proposed action and make recommendations to the Director/ORD. If the Division Chief determines that no ORD personnel are suitable for the position, he shall so inform the Personnel Officer who will then circulate a vacancy notice through the Personnel Officer/DD/S&T for applicants from other components.

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e. Transfers (HN 20-416 Internal Transfers)

(1) A GS-7 Secretary Steno who wishes to be considered for a GS-8 to 11 position may submit her name to the Office of Personnel in a sealed envelope for consideration when these vacancies occur.

(2) Individuals are informed of vacant positions either by telephone or formal notices which are circulated to all ORD divisions.

(3) Secretarial or clerical personnel who wish a transfer to another component of the Agency may request that their files be "shopped" by the Personnel Officer/ORD.

(4) Discussions concerning a vacancy may be held in confidence between a Division Chief and an applicant for transfer. If the applicant is deemed qualified for the position under discussion, the Personnel Officer/ORD will be so notified and will notify the applicant's division. Release dates will be arranged to the mutual satisfaction of both the losing and receiving divisions, depending upon need and the availability of replacements.

f. Promotions

(1) Promotions for secretarial and clerical personnel are made according to the promotion schedule for secretarial and clerical personnel. Recommendations should be sent to the Chairman, Special Panel/ORD through the Personnel Officer/ORD.


James V. Hirsch
Director of Research and Development

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